

ACMIS User Group Meeting Minutes

Date: Wednesday, July 28, 2004

Time: 9:30 AM-11:30 AM

Location: 1800 F Street, NW, Room G241

Attendees:

Name	Organization	Telephone	E-mail
Sherry Booth	SRA	703-284-9491	sherry_booth@sra.com
Theresa Elliott	DHS	202-772-5001	Theresa.Elliott@dhs.gov
Gayle Fischetti	Interior	202-208-6705	Gayle_Fisschetti@ios.doi.gov
Nikkia Joseph	SRA	703-284-9461	nikkia_joseph@sra.com
Latoshia Madden	NARA	301-837-0307	Latoshia.madden@nara.gov
Joanne Shore	FAI	202-208-4724	joanne.shore@gsa.gov
Curtina Smith	Commerce	202-482-4186	Csmith2@doc.gov
Jennifer Split	SRA	703-247-4099	Jennifer_split@sra.com

Action Items

- Curtina Smith will send an electronic Excel copy of Commerce's currently tracked data elements.
- Joanne Shore will follow-up on OFPP's letter and determine an alternate approach to signing on agencies.
- Nikkia Joseph will document and distribute requirements collected to track COR/COTR data.
- Sherry Booth will research the capability to limit the Deputy Administrator rights to other regions.
- Jennifer Split will follow-up with an email to the ACMIS User Group to determine content for ACMIS Reports Training.
- The group should determine other scheduled meeting days and times in order to schedule a regular monthly ACMIS User Group meeting day and time.

Updates since June:

- Dian Neary did not attend the meeting and therefore was unable to provide a briefing on the discussion from the FACE Conference concerning GSA's obstacles with implementing ACMIS. It was mentioned that Al Matera would also be a good contact in providing this information. An additional meeting was held regarding this discussion. We should try to attain the minutes from this meeting. One of the issues mentioned was the 30-day password expiration for ACMIS.
- Nikkia Joseph will draft initial COR/COTR tracking requirements from today's meeting and distribute to the group. It was also suggested that Program Administrators could provide feedback if necessary.

Agency Updates

- Gayle Fischetti reported that the Department of Interior is working to implement ACMIS in the near future. Joanne Shore suggested that since this agency is so large that perhaps it is best to start with a smaller bureau. Gayle suggested

targeting the following bureaus: Bureau of Reclamation (BOR) and Minerals Management Services (MMS).

- Theresa Elliott stated the Department of Homeland Security has not implemented the system. They have been waiting until the OPM file update reflected the new agency structure and for the fix to not allow Social Security Numbers to be viewed. The Social Security number enhancement has been implemented and we have received an updated file from OPM. FEMA, which is now a part of DHS, is currently on board. FEMA will need to update their data to reflect that they are now under DHS and mandatory training information. Brenda Thomas was identified as the FEMA contact.
- FAI needs to meet again with NARA to provide an overview of the system for seven more employees.
- Curtina Smith reported that Virna Evans conducted a briefing on ACMIS for manager Christina Mathas. Commerce's main concerns are retrieving data from ACMIS and tracking CORs. These issues would all be discussed during this meeting. Curtina also provided a spreadsheet of Commerce's data elements that are currently being tracked. She mentioned that the copy did not contain an analysis field, which is currently tracked. Curtina will also forward an electronic copy to Sherry Booth.
- Elaine Larison, who heads the Small Agency Council, has identified four agencies who have volunteered to join ACMIS. These agencies include: Export-Import Bank, Smithsonian Institution, Federal Maritime Commission, and Pension Benefit Guaranty Corporation (PBGC).
- There are currently 7 agencies signed on with ACMIS and we have a goal of 12.

General Forum

- The ACMIS User Group provided the following suggestions for signing on more agencies:
 - Introduce ACMIS to the Senior Procurement Executives;
 - Give a presentation to the Chief Acquisition Officer's (CAO) Council;
 - Identify system enhancements;
 - Have Interagency Procurement Career Management Committee (IPCMC) representatives set up meetings;
 - Have ACMIS link to existing Human Resources systems; Distribute a marketing letter to Senior Procurement Executives from David Drabkin which references OFPP's future mandate of ACMIS;
 - Print articles on ACMIS.
- Joanne Shore read the OFPP Draft letter which specified that agencies should begin using ACMIS in October 2005 with a deadline of March 2006. The ACMIS User Group questioned this time frame and suggested that implementation begin immediately with a 1 ½ year completion period.
- There was a brief discussion of the data quality in ACMIS. It was agreed that reliability is based on the agency's input.
- A government-wide list of equivalencies is needed.

COR/COTR Requirements Gathering

- The ACMIS User Group identified requirements for tracking COR/COTR information (see Attachment).
- There was question of whether COR and COTR should be tracked independently. Some agencies identify these roles as one, however there are agencies which track the roles separately.
- Program/Project Manager tracking was briefly discussed. This should be discussed later after COR/COTR tracking has been implemented.
- It was agreed that Deputy Administrator rights should be limited for regions. Sherry Booth will research the current capabilities.
- GS13 Qualification can only be set with Program Administrator access.

ACMIS Reports Training

- Jennifer Split will be conducting the upcoming ACMIS Reports Training. This training will tentatively be scheduled for the week of August 23.
- Jennifer wants to determine from the ACMIS User Group the following information in preparation for training: Audience and reports of interest.
- Dian Neary was identified as a good contact in identifying useful reports since she currently uses ACMIS.
- The following reports/information for extraction were identified by the group:
 - Age/Retirement;
 - Individuals requiring classes;
 - Level Warrant;
 - Recently updated reports;
 - Clinger Cohen and compliance at grade;
 - Individuals who have not met Mandatory training; and
 - Individuals at Grade 12 who meet Qualification Standards.
- Jennifer Split will send an email to the ACMIS User Group to attain more information for this training.

ATTACHMENT

COR/COTR Tracking Requirements for ACMIS

**Acquisition Career Management Information System (ACMIS)
Requirements Matrix**

The table below lists the requirements gathered from the ACMIS User Group for COR/COTR tracking.

<u>No.</u>	<u>Requirement Type</u>	<u>Requirement</u>	<u>Receive Date</u>	<u>Source</u>	<u>Priority</u>	<u>LOE</u>	<u>Notes</u>
1.	Function/Data	Track COR status. Provide a COR field.	7/28/03	ACMIS User Group Meeting	TBD		
2.	Function/Data	Track COTR status. Provide a COTR field.	7/28/03	ACMIS User Group Meeting	TBD		
3.	Function/Data	Provide an “Active” flag to identify whether the status is active.	7/28/03	ACMIS User Group Meeting	TBD		
4.	Function/Data	List Currency Skills for CORs/COTRs.	7/28/03	ACMIS User Group Meeting	TBD		
5.	Function/Data	Record Mandatory Training for CORs/COTRs.	7/28/03	ACMIS User Group Meeting	TBD		
6.	Function/Data	Provide a Mandatory Training date field.	7/28/03	ACMIS User Group Meeting	TBD		